Script for Administering the Accommodated Computer-Based Grade 8 Mathematics Practice Test

This script should be used to administer the Grade 8 Mathematics Practice Test to students who will take a computer-based practice test with text-to-speech and/or masking accommodations via the secure browser. Please note that text-to-speech is only available when using the secure browser; it is not available when taking a practice test with an Internet browser.

Students must be assigned accommodations in TIDE prior to testing. This script directs test administrators to provide test tickets for students, and accommodations assigned in TIDE are automatically set when students sign in with test tickets. You may administer the practice test without test tickets. If students do not use tickets, you will need to modify this script to direct students to sign in as Guest Users and then assign accommodations in the TA Interface during the approval process.

This script describes the presentation of items and tools in the secure browser for the Grade 8 Mathematics practice test. This script is intended to provide instruction for all aspects of the practice test. However, test administrators may modify the script as appropriate to the needs of the participating students. Test administrators may, for instance, feel that it is unnecessary to describe each item type in great detail. In that case, they may consolidate the item type section of the script as they see fit, using the instructions in that part of the script to answer questions as needed. Test administrators may also find it helpful to project the practice test and walk through items along with students.

This script also includes instructions for test administrators to create a training session for students to log in to. FDOE strongly recommends that test administrators and schools use this method to conduct their practice tests to ensure a similar login process to what students will experience during operational testing. The login portion of this script will need to be modified to match the login process if a Guest Session is used instead of a training session.

Students who log in to the test with tickets will be displayed in the TA Training Site. To keep a record of students who have participated in the practice test, you can then print this page for your records. After ending Session 1, students will need to wait two minutes before logging in to Session 2, or they will be returned to Session 1.

Before Beginning the Practice Test

1. Before students arrive, ensure that the testing room is prepared as it will be on the day of the test.
2. Ensure that each student has a pen or pencil and a piece of paper to work the problems.
3. If your school will be providing handheld scientific calculators on the day of the operational test, ensure all students receive a calculator to use for Session 2 of the practice test.
4. Ensure that each student using the text-to-speech accommodation has headphones or earbuds. Plug headphones or earbuds in and adjust volume prior to launching the secure browser.
5. Ensure students have been assigned the correct accommodations in TIDE.
6. Ensure that you have received the correct test tickets from your school assessment coordinator for all students who will test in your room. **Do not distribute test tickets until instructed to do so in the script.**
7. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.

8. Launch the secure browser on student computers or devices prior to beginning the practice test session.
9. Select **Go to the Practice Test Site** in the blue box in the lower left corner of the browser.

Create a Practice Test Session

1. Go to the Florida Statewide Assessments Portal, click **Teachers and Test Administrators**, and then click **TA Training Site**.
2. Log in using your email address and password.
3. Select **Grade 8 Mathematics Practice Test** (Mathematics > Grades 7-8 > Grade 8 Mathematics Practice Test), and then start the session.
4. Record the Session ID, which students will use to log in to the practice test. The Session ID should be displayed where it is visible to all students. The Session ID for the practice test will begin with TRAIN. **If the Session ID does not begin with TRAIN, stop the session and follow steps 1–3 in this section again.**

Note: As a security measure, test administrators are automatically logged out of the TA Training Site after 90 minutes of test administrator **and** student inactivity. A session will remain active if students are waiting for approval, if students are actively taking the test, or if the test administrator is interacting with the TA Training Site.

Beginning the Practice Test

SAY	Today, you are going to learn how to use the secure browser, the test platform you will use to take the computer-based Florida Statewide Assessments. This practice test is designed for students who will take the Grade 8 Mathematics Assessment using the text-to-speech and/or masking accommodation(s). You will be given a work folder on the day of the test to help you work the problems during each session of the assessment; however, today you may use your own paper. Remove all materials from your desk except your pen or pencil and scratch paper. Your computer or device should be opened to the Please Sign In screen. Please follow my instructions, and do not change screens until I tell you to do so. Now, look at the ***Please Sign In*** screen. If you do not see this screen, raise your hand.

If a computer or device does not display the ***Please Sign In*** screen, open the secure browser on that computer or device and navigate to the practice test ***Please Sign In*** screen.

Display the Session ID for students.

Distribute the test tickets.

SAY	Look closely at your test ticket and make sure it has your correct name, date of birth, and ID number on it. Do **not** sign in before I instruct you to do so. Raise your hand if you do not have the correct ticket.

If a student has the wrong ticket, give the student the correct ticket. If you do not have the correct ticket, contact your school assessment coordinator.

SAY	Make sure the box for **Guest User** is switched to OFF. Make sure that the box for **Guest Session** is switched to OFF. Now, log in by typing your First Name as it appears on your test ticket, your Username, and the Session ID TRAIN-_____-____. The first box will already be entered for you. The Session ID is displayed for you. Click **Sign In**. Raise your hand if you need assistance.

Pause and assist students with logging in as needed.

SAY	Now, you will see a screen that says ***Is This You?***. Verify that the information is correct. If your information is correct, select **Yes** to continue. If the information is not correct, then select **No** to return to the ***Please Sign In*** screen and raise your hand.

Assist any students who raise their hands.

SAY	You will now see a screen that says ***Your Tests***. Click the arrow to the left of **Start Grade 8 Mathematics Practice Test** to proceed. While you are waiting for your test to be approved, you will see a ***Waiting for Approval*** screen. This screen includes your first and last names, the Session ID, and the test you will take. If any information looks incorrect, please raise your hand. Otherwise, please sit quietly while I approve your tests.

Assist any students who raise their hands.

In the TA Training Site, click the **Approvals** button to review the list of students ready to begin testing.

To confirm accommodations for students, click the Test Settings icon [ ] and check that Text-to-Speech and/or Masking are set to **On**. If a student does not have the correct accommodations set, have him or her log out of the practice test and contact your school assessment coordinator to update the accommodations in TIDE. Once you ensure all students have the correct accommodations set, approve students into the practice test by selecting **Approve All Students** and selecting **Yes** on the ***Important!*** pop-up window.

Read the following SAY box if you are administering tests to students using the text-to-speech accommodation. (If no students are using this accommodation, skip the following SAY box.)

SAY	If you are taking the practice test using text-to-speech as an accommodation, you will now see a screen that says ***Audio Checks***. This screen allows you to make sure the text-to-speech tool is working. You can also set Volume, Pitch, and Rate using the selectors on the screen. *(Please note: Adjusting volume on this screen is not an option if using an Internet browser for practice tests. If necessary, students may adjust volume using their computer/device volume settings.)* Put your headphones or earbuds on now. Click the speaker icon and listen to the audio. Choose the settings that work best for you and then select **I heard the voice**. If you do not hear the voice, please raise your hand now.

Assist students with their headphones/earbuds setup and contact your school or technology coordinator for assistance, if needed. After all students have completed the text-to-speech setup,

SAY	Now, you should see a screen that says ***Before You Begin***. Do not click **Begin Test Now** until I instruct you to do so. Click **View Test Settings**. You should see a screen that says ***Review Test Settings***. This screen allows you to choose the print size, background color, and mouse pointer for your test. If you would like to change your selections, do so now. You should see your changes made on the screen once you select them. You can click **Undo Changes** to return to previously selected settings. If you have any questions, raise your hand. *(Answer any questions.)* Click **OK** to save your changes and return to the ***Before You Begin*** screen. Below the *Test Settings*, click **View Help Guide**. You should see a screen that says ***Help Guide***. Take a moment to review this screen. These instructions show you how to navigate the test and how to use the tools and features of the testing site. We will discuss these tools in more detail on the next screen. These instructions are also available for you to reference in the practice test. *(Pause.)* Click **Back** to return to the ***Before You Begin*** screen. If you have any questions, raise your hand.

Answer any questions.

SAY	Now, select **Begin Test Now**, but do not begin yet.

Pause to make sure that all students have the first question on their screens. Help students if necessary.

SAY	First, we will review the tools that are available to students with certain accommodations.

Read the appropriate instructions on the following pages for accommodations applicable to students taking the practice test.

Text-to-Speech

SAY	If you are using **text-to-speech** as an accommodation, listen as I review the tool for this practice test. To access the Text-to-Speech tool click the three horizontal lines above the response area to open the context menu. Select **Speak Question** to have the question and options read aloud. To have the voice read a single answer option, open the context menu and select **Speak Option**. You will then click the option you would like to have read aloud. You can also have an answer option read aloud by right-clicking on that answer option and selecting **Speak Option**. If you wish to hear only a portion of an item, select the text you want to have read aloud and then open the context menu. Click **Speak Selection** to have the selected text read aloud.

SAY	To pause the voice while it is reading, select the context menu again. Click **Pause Speaking**. To restart the voice from the point at which you paused, click **Resume Speaking**. To stop the voice while it is speaking, open the context menu. Click **Stop Speaking**. To hear the question again from the beginning after you have stopped the voice, open the context menu and click **Speak Question** again. To make adjustments to the text-to-speech settings, click on the System Settings tool, which is above the Zoom buttons and looks like a wheel. Here you can adjust the volume, pitch, and rate of the Text-to-Speech tool. When you have finished adjusting your text-to-speech settings, select **OK** to exit and save your changes or **Cancel** to exit without saving your changes. Note that if you adjust your volume settings while the Text-to-Speech tool is in use, the volume will not adjust until after you select OK. Now, practice using the Text-to-Speech tool. Raise your hand if you have any questions.

Answer any questions.

Masking

SAY	If you will take this test using **Masking** as an accommodation, listen as I review the tool for this practice test. The Masking tool allows you to hide portions of the screen. To access the Masking tool within an item, click the button labeled **Masking** in the upper right corner of your screen. The button has a picture of a shaded square on it. When you have selected the tool, the button will turn orange. To mask a portion of the screen, click the left mouse button and drag until the gray square covers the portion of the screen that you would like to mask. Then, release the mouse button. The area will be masked. To remove the masking, click the close button in the upper right corner of the masked area. The close button is a circle with an X in the center. Now, practice using the Masking tool. Raise your hand if you have any questions. *(Pause while students practice using the Masking tool.)* To turn the Masking tool off, click the **Masking** button again. The button will revert back to its original color. Are there any questions?

Answer any questions.

SAY	Listen as I describe the screen. In the top left corner of your screen, you will see the navigation buttons.

SAY	The **Back** and **Next** buttons can be used to move to the previous or the next question. The Back button is currently deactivated because you are on the first question, but it will be available for later questions. Click **Next** now. Because you have not yet entered an answer for this question, you will see a pop-up message that warns you that you have not entered a response to one or more items on the page. If you wanted to proceed without answering, you would select Yes. To remain on the page, you would select No. At this time, click **Yes** to proceed to the second question. *(Pause while students move to the second question.)* To the right of the Next button, you will see the **Save** button. The Save button allows you to manually save your work. This is an optional feature. If you do not select this button, your answer will be saved automatically every two minutes or when you go to the next question. Look to the right of the Save button, where you will see the **Pause** button. The Pause button allows you to pause and exit the test. Do not select Pause at this time. Are there any questions?

Answer any questions.

SAY	Now, I will describe several tools that may help you with this computer-based practice test, and you will practice using them. At the top right corner of your screen, you will see the **Formulas**, **Line Reader**, and **Zoom** buttons. Select the **Formulas** tool. A pop-up window displaying the Grade 8 FSA Mathematics Reference Sheet will appear. You will need to scroll all the way down and, if necessary, use the horizontal scroll bar at the bottom of the screen to see all of the information on the reference sheet. You can also resize the window using the blue resizing handle on the bottom right corner. Take a moment to scroll through the information presented in the ***Formulas*** window. *(Pause.)* Move the ***Formulas*** window around the screen by clicking on the bar in the top of the window and dragging it to another part of the screen. *(Pause.)* You can also maximize or minimize the window by selecting the double-sided arrow icon in the upper right corner. Click the icon to maximize the window. When maximized, the window covers the entire test page except for the navigation bar on top. Note that you cannot move the window to different parts of the test page when the window is maximized. Click the icon again to minimize the window. Now, close the ***Formulas*** window by clicking the X in the circle at the top right corner of the window. *(Pause while students close the Formulas window.)* Next to the Formulas button, you will see the **Line Reader** button. The Line Reader tool helps you track line by line as you read a question. Now, select **Line Reader**. When you have selected the tool, the button will turn orange. Select one of the answer options for this question and the line reader will move to that line. You can move the Line Reader on the screen with the up and down arrows on your keyboard or by clicking on a line of text with your mouse.

SAY	Practice using the Line Reader tool on the screen. *(Pause while students practice using the Line Reader.)* Now, select **Line Reader** again to turn off the tool. The button will revert to its original color. Note that the Line Reader tool will turn off when you use some of the tools, like zoom, or are answering certain item types on the test. Next to the Line Reader button, you will see the **Zoom Out** and **Zoom In** buttons. You can use these buttons to decrease and increase the size of text within the test page. Four levels of magnification are available. Now, practice using the Zoom Out and Zoom In buttons to find the text size with which you are most comfortable. *(Pause while students practice using the Zoom buttons.)* At the top right side of the page, above the zoom buttons, you will see a small question mark button. This is the **Help** button. Now, click the **Help** button. A pop-up window with the Help Guide, including Overview of the Test Site, Test Rules, and Accessing Context Menu Tools, will display. Note that, as with the ***Formulas*** window, you can resize and drag this pop-up window around the page if needed. This is the same screen that you reviewed before beginning the practice test. These instructions remind you how to navigate from one item to the next and how to use the tools and features in the testing platform. Take a moment to scroll through these instructions. Raise your hand if you have any questions about the information in the Help Guide. *(Pause. Answer any student questions.)* Now, close the Help Guide by clicking the X in the circle at the top right corner of the Help Guide. *(Pause while students close the Help Guide.)* Are there any questions about any of the tools?

Answer any questions.

SAY	Now, look to the right of the question number and find three horizontal lines in a circle. This is the **context menu**. Click the lines to open the context menu. First, you will see a circle with a lowercase "i," a flag icon, a notepad, a grayed-out line that says Highlight Selection, and a set of letters with a line through them. Select the lowercase "i." *(Pause.)* This is the **Tutorial** tool. A pop-up window will open that displays a video tutorial of this item type. There is no sound available for this tutorial. You can also access the tutorial by right-clicking, if available on your device, in the question and answer area and selecting Tutorial. Now, close the video tutorial by clicking the X in the circle at the top right corner of the pop-up window. *(Pause while students close the tutorial.)* Now, select the context menu, and then click the flag icon for **Mark for Review**. This feature allows you to flag a question that you might want to review at a later time. You can mark an item for review by using the context menu or by right-clicking, if available on your device, in the question and answer area and selecting Mark for Review. Once you mark an item for review, the solid rectangle around the item number will show the top right corner folded over, a flag icon will appear next to the item number, and the item number in the drop-down list in the top left corner of the screen will have a flag icon next to the number.

SAY	After you finish reviewing a question, return to the context menu and select **Unmark Review Item**. You can also right-click, if available on your device, and select Unmark Review Item. The item number will revert to a solid rectangle without a folded corner, and the item number in the drop-down list will no longer have a flag icon. Now, practice selecting **Mark for Review** and **Unmark Review Item**. *(Pause.)* For now, leave this question marked for review. Now, select the context menu and then click the notepad icon. The **Notepad** tool will display in a pop-up window. If you want to make notes for later reference, you can type them into this window. There is a new notepad for each question. To view your notes, you will need to return to the question where you typed the note and click the Notepad icon. As with other windows, you can resize and drag this pop-up window around the page if needed. The toolbar at the top left of the notepad offers options to cut, copy, or paste text within your notes. Now, practice typing text into the notepad and using the cut, copy, and paste features. These notes are not included as a part of your response, but they are monitored by the testing contractor. *(Pause for students to practice using the notepad.)* Notes that you save in the notepad will be saved for the duration of this test. To close the notepad without saving the notes you have typed, click **Cancel**. To save the notes you have typed and close the notepad, click **Save and Close**. Now, close the notepad. *(Pause.)* You can use the **Highlight Selection** tool to highlight portions of a question. To highlight, click and drag to select the text you want to highlight. Then, right-click in the highlighted area and select **Highlight Selection**. There are four colors available for highlighting: yellow, orange, mint green, and lavender. Select a color, and your text will be highlighted. You cannot highlight over previously highlighted text. To change the highlight color of your selection, you will need to remove or reset the highlighting and then highlight text in a different color. To remove all highlighting, right-click and select **Reset Highlighting** from the context menu. To remove only certain portions of highlighting, select the text you want to remove highlighting from, right-click, and choose **Remove Highlight**. Practice highlighting and removing highlighting from words in the question. *(Pause.)* Now, select the context menu, and then select the set of letters with a line through them, which is the **Strikethrough** tool. You can use the Strikethrough tool to cross out answer choices that you have eliminated as possible correct answers. Click on the first answer option. You should see a gray line through that answer option. Note that using Strikethrough on an answer option you have previously chosen does not automatically remove your selection of that response. Strikethrough is only available for multiple-choice and multiselect item types. To remove a strikethrough, click on the eliminated option. Click anywhere outside the box around the answer choices to turn off the Strikethrough tool. Now, practice adding and removing strikethroughs. *(Pause.)* In the top left corner of your screen, you will see a drop-down menu with the word “Items” and up and down arrows. This is the **Item Summary** drop-down list. Now, click to open this list. You will see the item numbers. The Item Summary allows you to quickly move to different questions. You can use this drop-down list to revisit questions you have already seen, or to see the next question. Items that are unanswered or marked for review are indicated in the drop-down. Are there any questions about any of these tools?

Answer any questions, and make sure everyone can use the tools. Help students if necessary.

SAY	Now, we will look at the types of questions you will see throughout the test. Unless instructed to do so, you do not need to answer the questions at this time. You will have time after we discuss the various item types to practice answering the questions. Click **Back** to return to Question 1. Note that if you have not selected an answer, you will receive a message alerting you that you have not selected an answer. While we are discussing these item types, click **Yes** each time this message appears. Question 1 is a multiple-choice question. This question type requires you to choose the answer you think is correct. To begin, you will read the question or instructions on the screen. After you finish reading the question, read the answer choices. Finally, click on the button next to an answer option to select your answer. The button will become filled in. To remove your selection, click the button again. Now, click **Next** to move to Question 2. Question 2 is a multiselect item, which requires you to choose all of the answers you think are correct. First, you will read the question or instructions on the screen. After you finish reading the question, read the answer choices. Finally, click on the button next to the answer options you want to select. A checkmark will appear in the box. To remove a checkmark, click the selected box again. Sometimes, this question type will tell you a specific number of items to select. Others, such as this question, ask you to select all correct options without specifying a number. You will have either five or six options to select from a multiselect item. Click **Next** to move to Question 3, which is an equation editor item. This question type requires you to create a response or an expression using buttons or the keyboard. To begin, you will read the question or instructions on the screen. After you finish reading the question, use the buttons on the screen to create an answer. You may also use the keys on the keyboard to create an answer. Note that this tool is *not* a calculator. It will not perform calculations for you. It only allows you to enter the response or expression required to answer the question. Begin by clicking in the answer space, which is the blank box below the instructions and above the equation buttons. Once you click in the answer space, you will see a cursor. Practice entering some numbers into the space now. You can either click the numbers on the screen or use your keyboard. *(Pause.)* This keyboard also includes a fraction button. The fraction button will create two boxes to form a fraction, with one box for the numerator and the other for the denominator. When you select the fraction button, your cursor will automatically move to the numerator. You will enter a number for the numerator and then use the down arrow on your keyboard or click in the denominator box to move to the denominator. Note that you can add multiple numbers and, on other equation editor items, symbols in both the numerator and the denominator. To move outside of the fraction, use the arrow buttons or click outside of the fraction to move your cursor.

SAY	The arrows on the top left of the equation buttons panel allow you to move back and forth between characters you have typed into the answer space. You can also use the arrows on your keyboard or click on the space to which you want to move your cursor. Practice moving back and forth in the answer space now. *(Pause.)* The arrows in the middle of the top row of the equation buttons panel allow you to undo and redo your last action. The square arrow with an "x" in the middle at the right side of the top row of equation buttons is the delete button. The delete button can be used to remove parts of the answer. You can also use the backspace or delete keys on your keyboard. Practice using undo, redo, and delete now. *(Pause.)* For this question, you will see the numerical keypad, along with the decimal point and negative button. On other equation editor items, the keypad may also include keys for additional functions and variables. Practice responding to Question 3 now. *(Pause.)* Are there any questions about equation editor items?

Answer any questions.

SAY	Now, click **Next** to move to Question 4. You can also select the Item Summary at the top left corner of the screen and select *4*. Question 4 is a graphic response item display (GRID) item. Different GRID items will require you to respond in different ways. For questions like this, you will see a graphing answer space. The Add Point tool allows you to plot points onto the graph. Click the **Add Point** button. Then click on the graph where you want to add a point. To move a point after it has been placed, select the small circle arrow button at the top left of the graphing area. Then, click the point and drag it. You can use the Connect Line tool to connect two or more of the points that you have added to the graph. Do this by first selecting the **Connect Line** button and then clicking on the first point and dragging the line to the second point. A line will appear between the two points. You can also add a line without first adding points. Select **Connect Line**, click where you want your first point to appear on the graph, and then drag until you have drawn the line you want. To move the line after it has been placed, select the small circle arrow button and then click on a point and drag it to make the line you want. To delete a point or a line, select the Delete button at the top of the graph and then click on the line or point you want to delete. You can also delete one of the points to which the line is connected by clicking on that point. Deleting a point to which a line is connected will delete that line. When you are finished responding to the question, check to make sure that the answer space does not have any extra objects that do not belong. For some of these question types, you will use an Add Arrow button, which will create a line with arrows between points. The Add Arrow button will function the same way as the Connect Line button. *(Pause.)* Now, click **Next** to move to Question 5.

SAY	Question 5 is a table item. This question type requires you to click in the blank cells in the table and type in your responses. Only numerical values are accepted for table items. If you enter a non-numerical value into the box, you will receive an error message. Practice clicking in the blank cells and typing responses. *(Pause.)* Click **Next** to move to Question 6, which is a matching item. For this question, you are required to read the item and look at the information in the table. Select the boxes which match the answer. To remove a checkmark, select the box again. Now, click **Next**. Question 7 is another equation editor item. We are going to continue past the items that are similar to those we have already discussed, but you will be given the chance to come back to them later. At this time, click **Next**. Question 8 is another GRID item. This GRID item asks you to drag the object to the correct place on the number line. To change your answer, drag the object to another place in the answer space. Now, click **Next**. Question 9 is a two-part equation editor item. Part A requires you to enter your response in the blank cell. For Part B, create an expression using buttons or the keyboard. The features on the right side of the numbers buttons panel are for special functions that will allow you to create more complicated equations or expressions. These buttons will vary based on the question. If your keyboard has the equivalent of these buttons, you may use your keyboard to use that function as well. For this question, you will see the following special buttons: • On the first row are the variables *d* and *C*. • On the second row are the add, subtract, multiply, and divide buttons. • On the third row are the less than, less than or equal to, equal to, greater than or equal to, and greater than buttons. • On the fourth row are the exponent, parentheses, absolute value, square root, *nth* root, and pi buttons. The exponent button will allow you to add an exponent to a previously entered numeral. Once you have entered the base number, select the exponent button. The cursor will move into the higher box for the exponent. Enter the exponent number. Use the right arrow, either on the screen or on your keyboard, to move out of the exponent function. The parentheses button will create a pair of parentheses. Once you select the parentheses button, your cursor will automatically move inside the parentheses. Move the cursor outside of the parentheses or bars in order to continue your equation. The square root button will create a box set as the active region under a square root. When you select the *nth* root button, your cursor will automatically move to the index. You will enter a number for the index and then use the right arrow on your keyboard or click in the radicand box to move to the radicand. The pi button creates the pi symbol. Use the right arrow on your keyboard or click in the space to the right of the pi symbol to move the cursor.

SAY	On other questions, the special function buttons might also include subscript or trigonometric function buttons such as sine, cosine, and tangent. Practice using the special function buttons for this equation editor item. Be sure to practice using all of the equation buttons. Raise your hand if you have any questions.

Answer any questions.

SAY	You may now begin Session 1 of the practice test. Return to Question 1 and read and respond to each question while practicing using the tools. There are 9 practice items in this session. Do not exit this session until instructed to do so. Remember, if you need assistance understanding how to answer a question, you can select **Tutorial**, which is the lowercase "i" under the context menu. You may also raise your hand if you have any questions.

Walk around the room and assist students as necessary. After students have had sufficient time to practice using the tools and responding to the various item types, review the correct responses to Session 1 with the students. The answer key can be found on the portal at: https://fsassessments.org/en/resources/practice-tests/cbt-practice-test-answer-keys.

SAY	When you have finished answering questions in Session 1, navigate to Question 9 by clicking Next or by using the Item Summary to select *9*. Now, we will practice how you will exit the test if you need to leave the room for an extended period of time during the actual test. The **Pause** button allows you to pause and exit the test for an extended period of time. Now, select **Pause**. *(Pause for students to select the button.)* A pop-up window will appear and ask you to confirm that you want to pause the test and to ask your test administrator before pausing your test. You should then verify with your test administrator whether you should pause your test. For today, click **No**. On the day of the test, if you have your test administrator's permission, you will click Yes.

Pause while students click **No**.

SAY	Now, we will move to the next session to finish describing all item types in this practice test. From Question 9, click the **Next** button to access the review screen. On this screen, you have the option to review any unanswered or flagged items or to complete Session 1. If you marked any questions for review, you will see a flag icon next to the question number reminding you that you marked that item for review. If you wanted to review your response, you would click on the item number with the flag in it. You would then be taken back to the question you had marked for review. If you had left any questions unanswered, those questions would also be indicated on this screen with a triangle. Do not select a question number to review your answer at this time. Click **End Session**. A message will appear, asking you if you want to pause the test. Click **Yes**.

SAY	You will now see the ***Please Sign In*** screen. You will use the information on your test ticket to log in as you did for Session 1. Do not select **Sign In** until instructed to do so or you may be logged in to the wrong session. Remember, the session ID is displayed for you. *(Pause. Wait two minutes before students sign back in.)* You may now select **Sign In**. *(Pause and assist students with logging in as needed.)* Now, you will see a screen that says ***Is This You?***. Verify that the information is correct. If your information is correct, select **Yes** to continue. If the information is not correct, then select N**o** to return to the ***Please Sign In*** screen and raise your hand.

Assist any students who raise their hands.

SAY	You will now see a screen that says ***Your Tests***. Click **Resume Grade 8 Mathematics Practice Test** to proceed. While you are waiting for your test to be approved, you will see a ***Waiting for Approval*** screen. This screen includes your first and last names, the Session ID, and the test you will take. If any information looks incorrect, please raise your hand. Otherwise, please sit quietly while I approve your tests.

Assist any students who raise their hands.

In the TA Training Site, click the **Approvals** button to review the list of students ready to begin testing.

Once you ensure that all students have logged in correctly, approve students to test by selecting **Approve All Students** and selecting **Yes** on the ***Important!*** pop-up window.

Read the following SAY box if you are administering tests to students using the text-to-speech accommodation. (If no students are using this accommodation, skip the following SAY box.)

SAY	If you are taking the practice test using text-to-speech as an accommodation, you will now see the ***Audio Checks*** screen again. Click the speaker icon and listen to the audio. Choose the settings that work best for you and then select **I heard the voice**. If you do not hear the voice, please raise your hand now.

SAY	Now you should see the ***Before You Begin*** screen again. Click **View Test Settings** to go to the ***Review Test Settings*** screen. Remember, this screen allows you to choose the print size, background color, and mouse pointer for your test. If you would like to change your selections, do so now. You should see your changes made on the screen once you select them. You can click **Undo Changes** to return to previously selected settings. Click **OK** to save your changes and return to the ***Before You Begin*** screen. Now, select **Begin Test Now**.

SAY	You should now see Question 10 on your screen. Do not start Session 2 until I tell you to do so. If you do not see Question 10 on your screen, please raise your hand.

Assist any students with accessing Session 2 of the practice test as needed. If your school is providing handheld scientific calculators to students, distribute the calculators now.

SAY	We will now complete Session 2 of the practice test. During Session 2, you will see the **Calculator** tool to the right of the Formulas tool. Now, open the **Calculator** tool. Like the ***Formulas*** window, you can click and drag the pop-up calculator window around your screen if needed. You can also resize the window using the blue resizing handle on the bottom right corner. Click the buttons of the calculator to enter numbers and functions. You can also use your keyboard. Practice using the calculator to solve a simple problem such as one plus two. *(Pause.)* You will have more time to practice using the calculator later in the practice test. Now, close the calculator by clicking the X in the circle at the top right corner of the ***Calculator*** window. *(Pause while students close the calculator.)* Now, click **Next** and then **Yes** on the pop-up message to move forward until you reach Question 15, which is an open response item. This type of question requires you to type your answer into an answer space with your keyboard. Click in the answer space and practice typing a response. *(Pause.)* Click **Next** to move forward until you reach Question 24, which is a two-part GRID item. For Part A, you are required to create a graph using the Add Arrow tool. Part B requires you to move items from an object bank, located to the left of the GRID area and to the right of the instructions, into the answer area. If an item has more than one part, you must complete each part of the item. Click **Next** to move forward until you reach Question 28, which is a hot text item. For this item type, you will select an equation and statement to answer the question in each section. The equations and statements you select will become highlighted and marked with dotted lines around the outside. To remove your selection, click the equation or statement again. The highlighting and dotted lines will be removed, allowing you to choose a new selection as your response. Now, click **Next**. Question 29 is a two-part item. Part A is an equation editor item and part B is an edit task choice item. For Part A, create an expression using the buttons or your keypad. For Part B, you will select the best phrase or value from each drop-down list. As a reminder, if an item has more than one part, you must complete each part of the item. Now, click **Next** and **Yes** until you reach question 31.

SAY	Question 31 is another equation editor item, but for this item the keypad has to be opened from within the answer area. To begin, you will read the instructions on the screen. After you finish reading the instructions, you will click the keyboard icon in each answer area. A cursor will appear inside the answer area and the keypad will open in a window at the bottom of the screen. Use the buttons on the keypad to create your answer. To close the keypad, click the X, found in the top right corner of the window. In order to see if the keypad has additional functions and buttons, you must open the keypad for each answer area. Remember that this tool is *not* a calculator. It will not perform calculations for you. It only allows you to enter the response or expression required to answer the question. Practice locating the answer areas and entering some numbers or expressions into the space now. You can either click the numbers or functions on the screen or use your keyboard. *(Pause.)* Now, you may begin Session 2 of the practice test. Return to Question 10 and read and respond to each question while practicing using the tools available for this session. Do not select the **End Test** button until instructed to do so. Remember, if you need assistance understanding how to answer a question, you can click the **Tutorial** button, which is the lowercase "i" under the context menu. You may also raise your hand if you have any questions.

After students have had sufficient time to practice using the tools and answer the questions, review the correct responses to Session 2 with the students. The answer key can be found on the portal at: https://fsassessments.org/en/resources/practice-tests/cbt-practice-test-answer-keys.

SAY	Now, we will practice how you will submit your test when you have completed Session 2. From Question 31, click **Next** to access the review screen. Remember that the review screen will show you any Session 2 questions that are unanswered or marked for review and allow you to return to those questions by clicking on the question number. Do not select a question number to review your response at this time. Click **End Test**. A pop-up message will appear. Make sure the message says, "You have reached the end of the test. Click **Yes** to submit your test. Click **No** to keep working on your test." At this time, click **Yes**. *(Pause.)* On the next screen, click **Submit Test**. A ***Warning*** message will appear. Click **Yes** on this message. *(Pause.)* You will now see a message that says, "Practice Test Completed." Click **Log Out**.

After students have logged out, check each computer or device and make sure that each student has exited the test properly. Help students as needed. Provide students with the practice test URL (https://fsassessments.org/families.html) so that they may access the practice test on their own.